



CITY OF ATLANTA

Job Announcement

ACCOUNTANT, SENIOR – FIXED ASSET

STARTING SALARY: \$41,846

Salary Grade: 21

Applications Accepted From: October 24, 2005 until Vacancy is filled

Minimum Job Requirements

Bachelor's degree in Accounting, Business or related field; **and** three years of professional accounting experience, including at least 2 years experience in Fixed Assets general ledger sub-system accounting; or any equivalent combination of education, training, and experience which provides requisite knowledge, skills, and experiences for the job.

Duties of the Job

The Fixed Asset Accountant is primarily responsible for recording all capital expenditures and maintaining/reconciling the fixed asset sub-ledger, and then closing the fixed asset system each month by running depreciation and posting the sub-ledger entries to the general ledger. Additional Duties include: Processing/Reconciling asset additions, transfers, retirements and disposals in the fixed asset system by assigning the appropriate asset category and subcategory; Assisting in maintenance of the Capital Purchase Order and Project Tracking system. Assisting in preparation of miscellaneous asset-related reports and analyses; Providing roll forward and other detail schedules to external auditors; Performing various month-end close tasks, such as journal entry preparation and posting, generating allocation and reversing entries, etc. Construction accounting experience and understanding of GASB 34 are desired.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The examination for this position will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of background investigation, verification of qualifications, drug screen and physical examination.